

Skills for the Busy Faculty Member: Time Management and Organization

UW SOM Office of Faculty Affairs

Jan 18, 2024

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Schedule: Time Management & Organization

- 9-9:05am Introduction – Mimi Cabrera, MD
- 9:05-9:50am Getting Stuff Done – Puneet Bhargava, MD
- 9:50-10:00am Q&A
- 10:00-10:05am Break
- 10:05-10:40am Email tips: Inbox Zero – Mimi Cabrera, MD
- 10:40-11am Final Q&A

Time Management & Organization: Audience Response

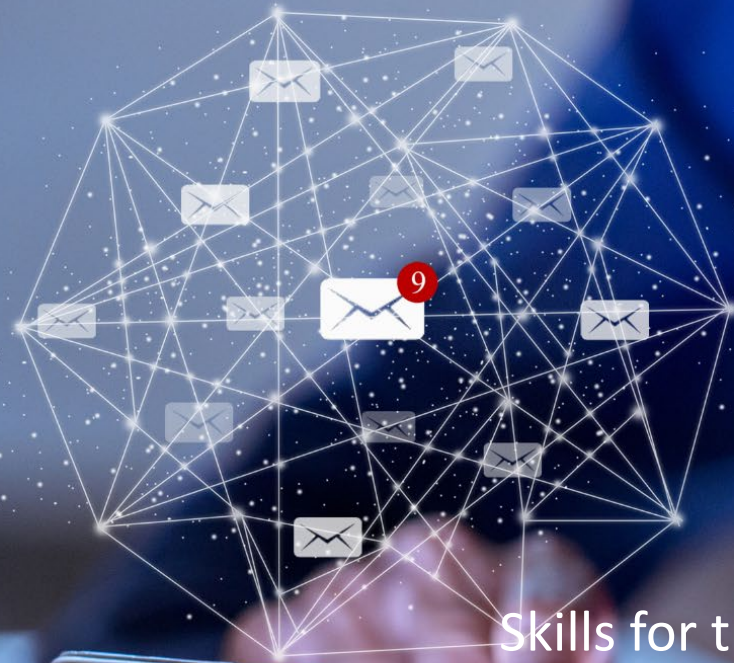
- Where do you work?

Time Management & Organization: Audience Response

- What do you do?

Time Management & Organization: Audience Response

- What are you most interested in learning today?



Inbox Zero

Skills for the Busy Faculty Member:
Time Management and Organization

Jan 18, 2024

Michelle “Mimi” T. Cabrera, MD

Head of Ophthalmology, Seattle Children’s Hospital

Associate Professor, Ophthalmology, UW SOM

Technology



INBOX ZERO



Objectives

Inbox Zero – The Philosophy

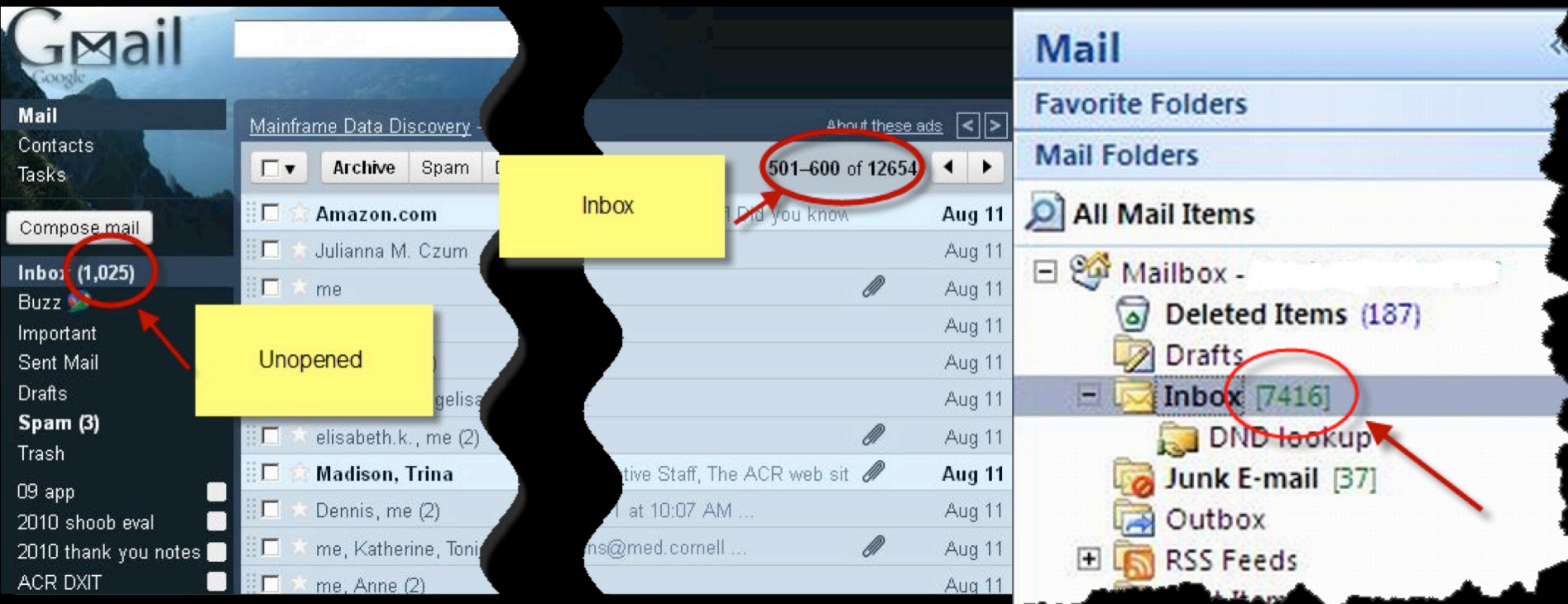


How To Get To Inbox Zero

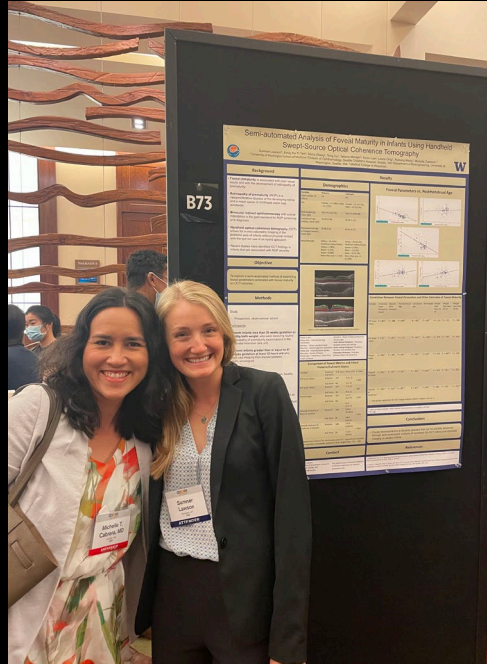


Embracing “Inbox Zero” as a state of mind

Inbox Count



Do you feel present?



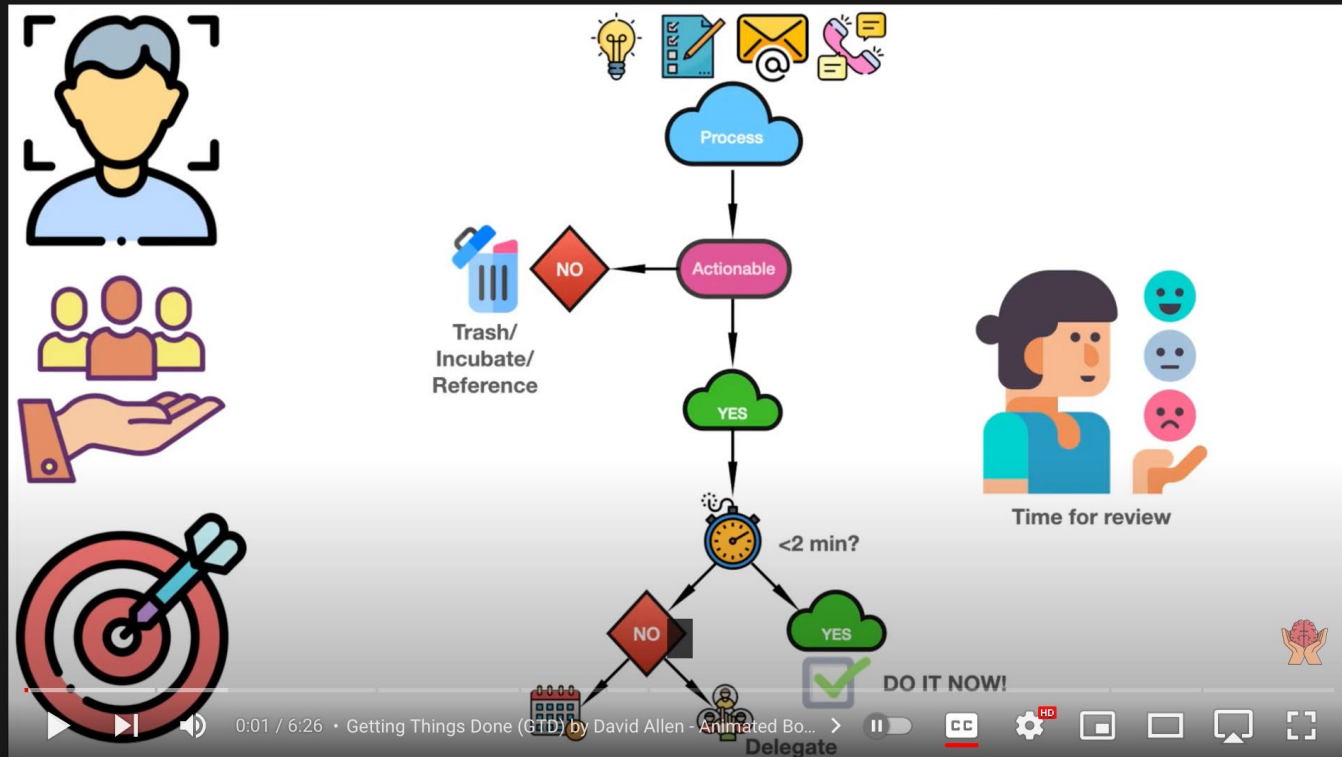
Marie Kondo: Decluttering focuses your life on what matters



INBOX ZERO

- DELETE!
- Delegate
- Defer
- Do





SEATTLE

Getting Things Done (GTD) by David Allen - Animated Book Review and my approach

1,502 views • Feb 22, 2021

32 DISLIKE SHARE SAVE ...



Puneet Bhargava
391 subscribers

ANALYTICS

EDIT VIDEO

Achieving Inbox “Nirvana”

Stop living in your inbox!

Turn off push notifications and check for new email 1-2 times/day

Archive old email

Remove old, distracting emails from your inbox

Prioritize your email

Separate actionable email from others

Work through the remaining
emails using GTD principles

Celebrate!

Tips to manage your inbox

1. Archive old email

- >3 months or whatever you are comfortable with
- Move to a separate folder

2. Deal with Spam

- Block
- Set up Rules and if using Outlook learn the Sweep function

3. Triage your Inbox

- Top to bottom
- <2-minute task? DO IT NOW!
- Delete most
- Save a few to folders
- SNOOZE
- Delegate

Inbox Zero is Not a Perfect System

It's a state of mind

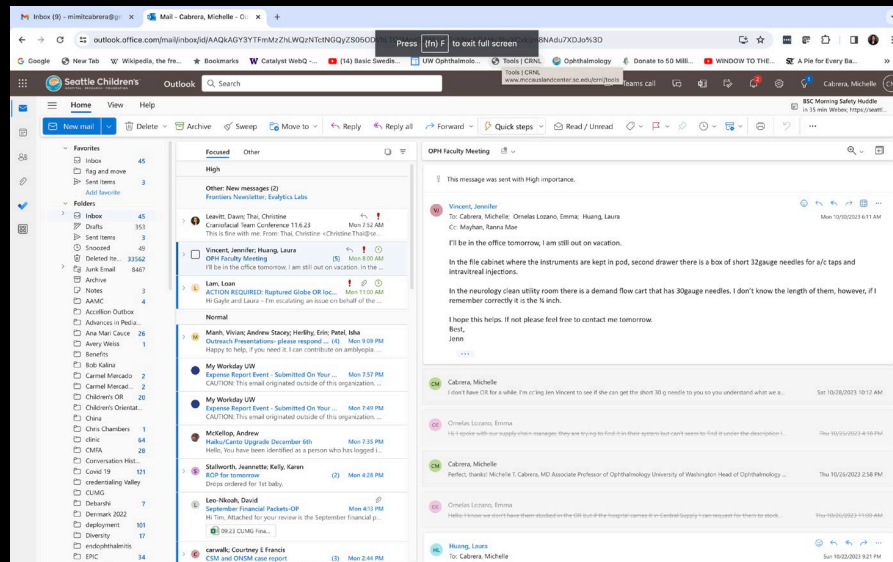


REVIEW



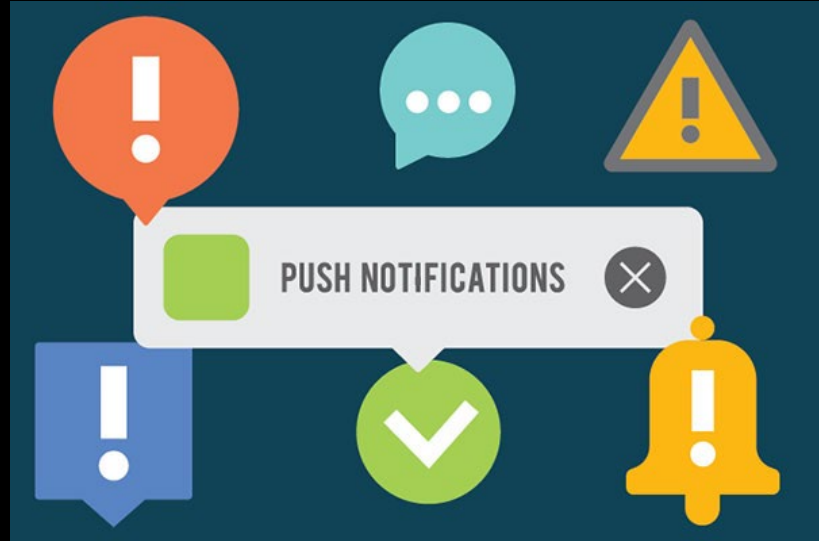
Use web-based Outlook

- Snooze function

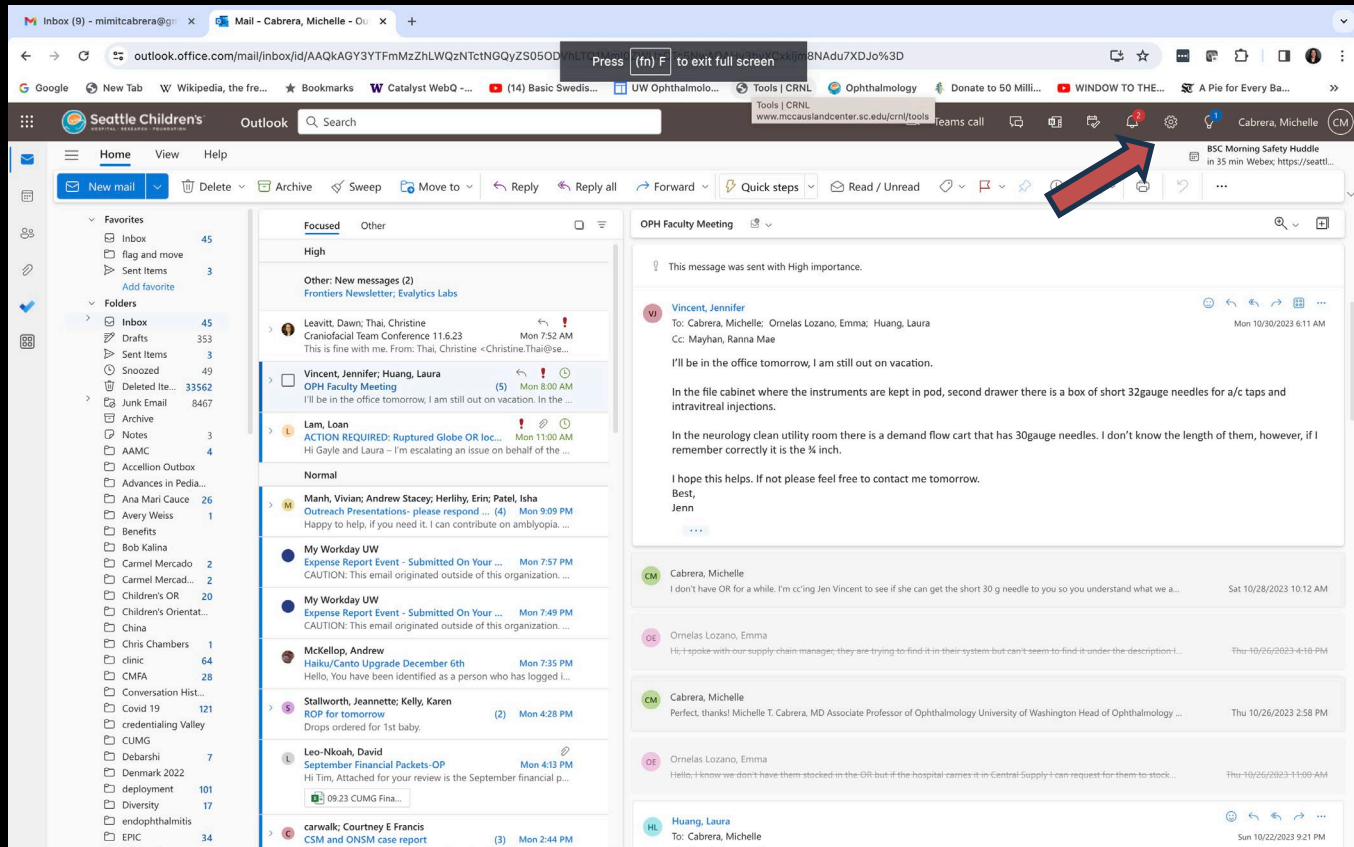


Turn Off Notifications

- Stop being reactive
- Stay focused



Turn off notifications in Outlook



The screenshot displays the Outlook web interface. In the top right corner, there is a notification bell icon with a red arrow pointing to it. The interface includes a search bar, a list of folders on the left, and a list of messages in the center. The right pane shows the details of a selected email from Vincent, Jennifer.

Outlook Interface Elements:

- Search Bar:** Located at the top center, with the text "Search".
- Navigation Bar:** Includes icons for Home, View, and Help. Below these are buttons for New mail, Delete, Archive, Sweep, Move to, Reply, Reply all, Forward, Quick steps, Read / Unread, and a notification bell icon.
- Left Pane (Folders):**
 - Favorites: Inbox (45), flag and move, Sent Items (3), Add favorite.
 - Folders: Inbox (45), Drafts (353), Sent Items (3), Snoozed (49), Deleted Items (33562), Junk Email (8467), Archive, Notes (3), AAMC (4), Accellion Outbox, Advances in Pediat..., Ana Mari Cauce (26), Avery Weiss (1), Benefits, Bob Kalina, Carmel Mercado (2), Carmel Mercad..., Children's OR (20), Children's Orientat..., China, Chris Chambers (1), clinic (64), CMFA (28), Conversation Hist..., Covid 19 (121), credentialing Valley, CUMG, Debarshi (7), Denmark 2022, deployment (101), Diversity (17), endophthalmitis, EPIC (34).
- Center Pane (Messages):**
 - Focused:** Other, High. Other: New messages (2). Frontiers Newsletter; Evalytics Labs.
 - Leavitt, Dawn, Thai, Christine:** Craniofacial Team Conference 11:6:23 Mon 7:52 AM. This is fine with me. From: Thai, Christine <Christine.Thai@se...>
 - Vincent, Jennifer, Huang, Laura:** OPH Faculty Meeting (5) Mon 8:00 AM. I'll be in the office tomorrow, I am still out on vacation. In the ...
 - Lam, Loan:** ACTION REQUIRED: Ruptured Globe OR loc... Mon 11:00 AM. Hi Gayle and Laura - I'm escalating an issue on behalf of the ...
 - Normal:** Manh, Vivian; Andrew Stacey; Herlihy, Erin; Patel, Isha. Outreach Presentations- please respond ... (4) Mon 9:09 PM. Happy to help, if you need it. I can contribute on amblyopia. ...
 - My Workday UW:** Expense Report Event - Submitted On Your ... Mon 7:57 PM. CAUTION: This email originated outside of this organization. ...
 - My Workday UW:** Expense Report Event - Submitted On Your ... Mon 7:49 PM. CAUTION: This email originated outside of this organization. ...
 - McKellop, Andrew:** Haiku/Canto Upgrade December 6th Mon 7:35 PM. Hello, You have been identified as a person who has logged L...
 - Stallworth, Joannette; Kelly, Karen:** ROP for tomorrow (2) Mon 4:28 PM. Drops ordered for 1st baby.
 - Leo-Nkoah, David:** September Financial Packets-OP Mon 4:13 PM. Hi Tim, Attached for your review is the September financial p...
 - carwalli, Courtney E Francis:** CSM and ONSM case report (3) Mon 2:44 PM.
- Right Pane (Email Details):**
 - OPH Faculty Meeting:** This message was sent with High importance.
 - Vincent, Jennifer:** To: Cabrera, Michelle; Ornelas Lozano, Emma; Huang, Laura; Cc: Mayhan, Ranna Mae. Mon 10/30/2023 6:11 AM. I'll be in the office tomorrow, I am still out on vacation. In the file cabinet where the instruments are kept in pod, second drawer there is a box of short 32gauge needles for a/c taps and intravitreal injections. In the neurology clean utility room there is a demand flow cart that has 30gauge needles. I don't know the length of them, however, if I remember correctly it is the 3/4 inch. I hope this helps. If not please feel free to contact me tomorrow. Best, Jenn
 - Cabrera, Michelle:** I don't have OR for a while. I'm c'ing Jen Vincent to see if she can get the short 30 g needle to you so you understand what we a... Sat 10/28/2023 10:12 AM
 - Ornelas Lozano, Emma:** Hi-I spoke with our supply chain manager; they are trying to find it in their system but can't seem to find it under the description L... Thu 10/26/2023 4:10 PM
 - Cabrera, Michelle:** Perfect, thanks! Michelle T. Cabrera, MD Associate Professor of Ophthalmology University of Washington Head of Ophthalmology ... Thu 10/26/2023 2:58 PM
 - Ornelas Lozano, Emma:** Hello-I know we don't have them stocked in the OR but if the hospital carries it in Central Supply-I can request for them to stock... Thu 10/26/2023 11:00 AM
 - Huang, Laura:** To: Cabrera, Michelle Sun 10/22/2023 9:21 PM

Turn off notifications in Outlook

The screenshot shows the Outlook web interface with the settings menu open. The 'Settings' panel is displayed, with the 'General' tab selected. The 'Language and time' section is expanded, showing options for 'Appearance', 'Notifications', 'Categories', 'Accessibility', 'Mobile devices', 'Distribution groups', 'Storage', 'Privacy and data', and 'Search'. A red arrow points to the 'General' tab in the settings menu, and another red arrow points to the 'Notifications' option in the 'Language and time' section. The 'Notifications' option is currently set to 'On'. The 'Outlook settings' section shows the language set to 'English (United States)', the date format set to '9/1/2024', the time format set to '1:01 AM - 11:59 PM', and the time zone set to '(UTC-08:00) Pacific Time (US & Canada)'. The background shows the Outlook inbox with various email folders and a list of emails.

Settings

Search settings

General

Mail

Calendar

88 People

Language and time

Appearance

Notifications

Categories

Accessibility

Mobile devices

Distribution groups

Storage

Privacy and data

Search

Language and time

Sync across Microsoft 365

You can choose to use Outlook with the same settings used in your other Microsoft apps.
[View and manage your Microsoft 365 settings](#)

☐ Use my Microsoft 365 settings

Outlook settings

Language
English (United States)

Date format (for example, September 1, 2024 is displayed as follows)
9/1/2024

Time format
1:01 AM - 11:59 PM

Time zone
(UTC-08:00) Pacific Time (US & Canada) [Change](#)

Turn off notifications in Outlook

The screenshot shows the Outlook web interface with the 'Settings' pane open on the left and the 'Notifications' settings on the right. A red arrow points to the 'Notifications' section in the left-hand settings menu. Another red arrow points to the 'None' notification style option under the 'Reactions' section.

Settings

- Search settings
- General
 - Mail
 - Calendar
 - People

Notifications

Notifications in Outlook: On

Notify me about

Choose when and how you want to be notified.

Mail (New email, reactions, and mentions): On

New email (When you receive a new email)

Notification style: Alert, Browser, None

Only from favorite people: Off

Play sound: Off

Reactions (When someone reacts to your message)

Notification style: Alert, None

Alerts appear in the upper-right corner of Outlook and disappear automatically.



Keep Email Closed
Unless you are acting on it

Spam

/spam/

def: Unwanted and unsolicited email
sent by automatic messaging software
on the internet.

Block Sender

- Cut down on unwanted email



Block in Outlook

The screenshot shows the Outlook web interface. On the left is the navigation pane with folders like Favorites, Folders, and a list of folders with item counts. The main pane shows an email from 'Evalytics Labs' with the subject 'Experts Advocate for Permanent Standard Time'. A context menu is open over the email, with the 'Block' option highlighted. A red arrow points to this option. The email content shows a warning: 'Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from info@evalyticslabs.com.' Below this is a 'CAUTION: This email originated outside of this organization.' banner. The email body contains a section titled 'Your dose of health news' with a link to 'MorningMed' and a section titled 'WHAT YOU NEED TO KNOW' with text about the American Cancer Society's updated guideline.

Outlook interface showing an email blocked by the sender. The email is from Evalytics Labs, titled "Experts Advocate for Permanent Standard Time, ACS Expands Lung Cancer Screening, and More in Our Healthcare Newsletter". The email content includes a warning: "Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from info@evalyticslabs.com." and a "CAUTION: This email originated outside of this organization." banner. The email body contains a section titled "Your dose of health news" and a section titled "WHAT YOU NEED TO KNOW". A red arrow points to the "Block" option in the context menu.

Context menu options:

- Move
- Copy
- Categorize
- Mark as unread
- Flag
- Snooze
- Ignore
- Block** (highlighted)
- View
- Advanced actions

Block sender (selected)

Never block sender

Email content:

Experts Advocate for Permanent Standard Time, ACS Expands Lung Cancer Screening, and More in Our Healthcare Newsletter

Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from info@evalyticslabs.com. | Show blocked content

Evalytics Labs <info@evalyticslabs.com>
To: Cabrera, Michelle
Tue 11/7/2023 4:29 AM

CAUTION: This email originated outside of this organization.

Your dose of health news

[MorningMed](#) is the best way to keep up with the world of health and medicine through curated round-ups, useful insights and other practical resources.

WHAT YOU NEED TO KNOW

Experts advocate for permanent standard time as it better aligns with the natural body's sleep-wake cycle, aiming to reduce the health disruptions associated with changing clocks. [The debate](#) emphasizes potential benefits, highlighting a shift to year-round standard time to enhance sleep patterns, minimize mental health impacts, and alleviate health issues linked to time changes.

The American Cancer Society's updated guideline extends lung cancer screening recommendations to adults aged 50 to 80 with a history of 20 or more pack-years of smoking, irrespective of the duration since they quit smoking, aiming to prevent more lung cancer deaths. This expanded criterion aligns with [newer evidence](#) that suggests risks persist beyond the 15-year quitting point and hopes to reach more high-risk individuals, particularly in underserved

SWEEP in Outlook

The screenshot shows the Outlook web interface for a user named Michelle Cabrera. The top navigation bar includes the 'Sweep' button, which is highlighted with a red arrow. The left sidebar shows the 'Folders' list, including 'Inbox' (37), 'Drafts' (353), 'Sent Items' (3), 'Deleted Items' (33564), 'Junk Email' (8467), 'Archive', 'Notes', 'AAMC', 'Accellion Outbox', 'Advances in Pediatrics', 'Ana Mari Cauc...', 'Avery Weiss', 'Benefits', 'Bob Kalina', 'Carmel Mercado', 'Carmel Mercado', 'Children's OR', 'Children's Orientation', 'China', 'Chris Chambers', 'clinic', 'CMFA', 'Conversation History', 'Covid 19', 'credentialing Valley', 'CUMG', 'Debanishi', 'Denmark 2022', 'deployment', 'Diversity', 'endophthalmitis', and 'EPIC'. The main content area displays a list of emails, including 'Frontiers Newsletter', 'Evaluatyls Labs', and 'Rickey Hall, VP for Minority Affairs & Diversity and Univ...'. The right sidebar shows the 'Experts Advocate for Permanent Standard Time, ACS Expands Lung Cancer Screening, and More in Our Healthcare Newsletter'.

Seattle Children's
Outlook

Home View Help

New mail Delete Archive Sweep Move to Reply Reply all Forward Quick steps Read / Unread

Experts Advocate for Permanent Standard Time, ACS Expands Lung Cancer Screening, and More in Our Healthcare Newsletter

Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from info@evaluylslabs.com. | Show blocked content

Evaluatyls Labs <info@evaluylslabs.com>
To: Cabrera, Michelle

CAUTION: This email originated outside of this organization.

Your dose of health news

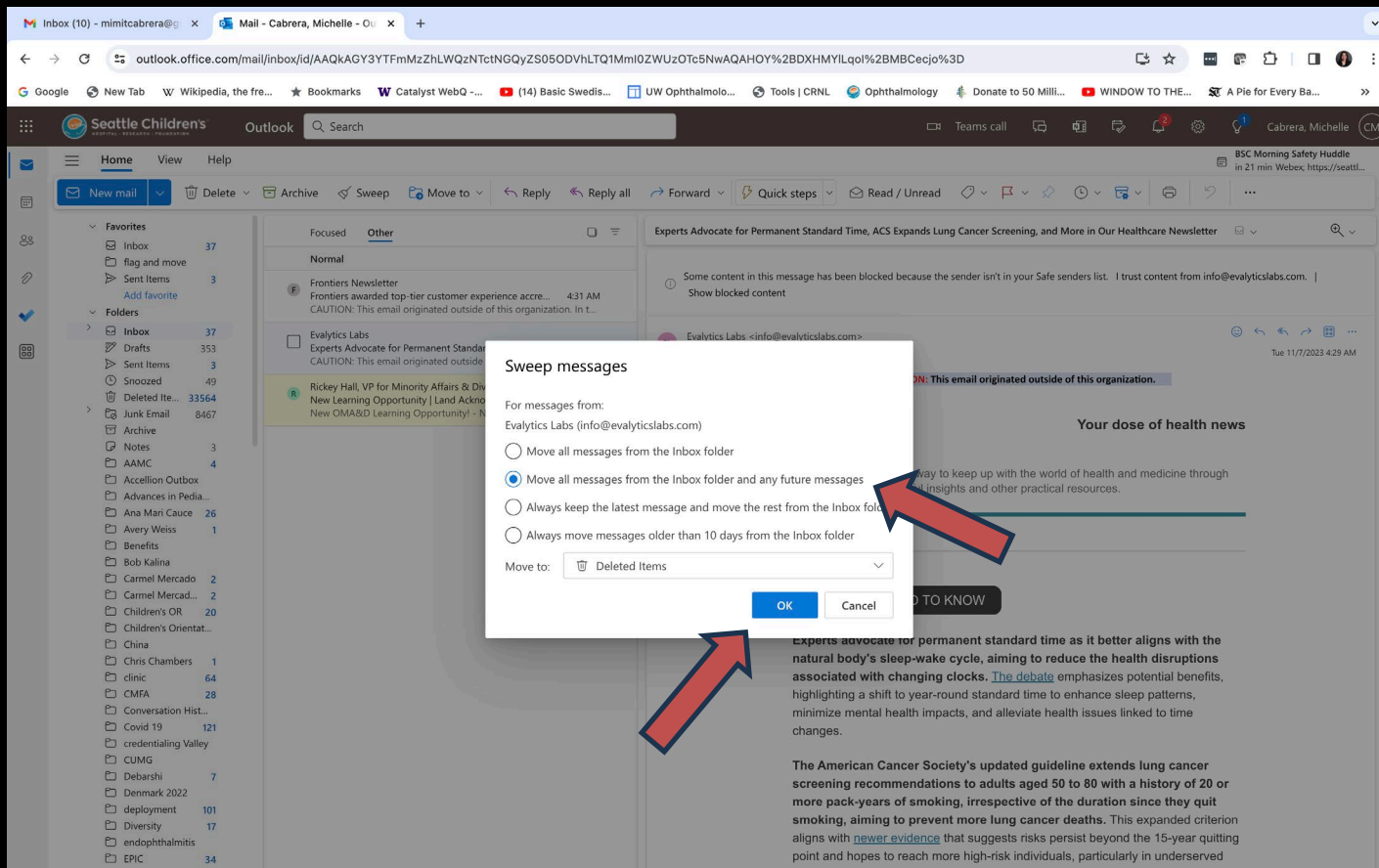
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SWEEP in Outlook



Rules in Outlook

The screenshot shows the Outlook web interface with the 'Rules' settings page open. The browser address bar shows 'outlook.office.com/mail/options/mail/rules'. The left sidebar shows the 'Settings' menu with 'Mail' selected. The 'Rules' page has a title bar with a close button and a description: 'You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will perform. Rules will run in the order shown in the list below, starting with the rule at the top.' Below the description is a '+ Add new rule' button. The main content area lists six rules, each with a toggle switch, a description, and action icons. The rules are: 'Messages from Evalytics Labs', 'Messages from Kathy Lee', 'Messages from Peer Review Service', 'Messages from Victoria Scott', 'Messages from National Hispanic Health Foundation (NHHF)', and 'Messages from Dougall Lessons'. The bottom rule is 'Messages from Suzuki, Skye'. The interface also shows a 'Search' bar and a 'Teams call' button in the top right.

Settings

Search settings

General

Mail

Calendar

People

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Quick steps

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

Groups

Rules

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will perform. Rules will run in the order shown in the list below, starting with the rule at the top.

+ Add new rule

Messages from Evalytics Labs

If the message was received from 'Evalytics Labs', delete the message and stop processing more rules on this message.

Messages from Kathy Lee

If the message was received from 'Kathy Lee', delete the message and stop processing more rules on this message.

Messages from Peer Review Service

If the message was received from 'Peer Review Service', delete the message and stop processing more rules on this message.

Messages from Victoria Scott

If the message was received from 'Victoria Scott', delete the message and stop processing more rules on this message.

Messages from National Hispanic Health Foundation (NHHF)

If the message was received from 'National Hispanic Health Foundation (NHHF)', delete the message and stop processing more rules on this message.

Messages from Dougall Lessons

If the message was received from 'Dougall Lessons', delete the message and stop processing more rules on this message.

Messages from Suzuki, Skye

If the message was received from 'Suzuki, Skye', delete the message and stop processing more rules on this message.

Rules in Outlook

The screenshot displays the Outlook web interface with the 'Rules' settings page open. The 'Add a condition' step is selected, and a dropdown menu is open showing various conditions. Red arrows point to the 'People' category, the 'Subject' category, and the 'Message body includes' option.

Settings

- General
- Mail
- Calendar
- People

Rules

1. Greetings for the day!
2. Add a condition
 - Message body includes
 - Add another condition
3. Add an action
 - Select an action
 - Add an exception

☒ Stop processing more rules ⓘ

People

- From
- To
- Emails received for others
- My name is
- I'm on the To line
- I'm on the Cc line
- I'm on the To or Cc line
- I'm not on the To line
- I'm the only recipient

Subject

- Subject includes
- Subject or body includes

Keywords

- Message body includes
- Sender address includes
- Recipient address includes
- Message header includes

Marked with

- Importance
- Sensitivity

Message includes

- Flag
- Type
- Has attachment

Save Discard

Rules in Outlook

The screenshot shows the Outlook web interface with the 'Rules' settings page open. The page is titled 'Rules' and shows a list of rules. The first rule is 'Greetings for the day!'. It has a condition 'Message body includes Greetings for the day!'. It has an action 'Move to Deleted Items'. The 'Save' button is highlighted with a red arrow.

Settings

Search settings

Layout

- Compose and reply
- Attachments
- Rules**
- Sweep
- Junk email
- Quick steps
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Retention policies
- Groups

Rules

- 1 Greetings for the day!
 - ✓ Add a condition
 - Message body includes Greetings for the day!
 - [Add another condition](#)
 - 3 Add an action
 - Move to Deleted Items
 - [Organize](#)
 - Move to
 - Copy to
 - ✓ ☐ Stop
 - ☐ Run
 - Delete
 - Pin to top
 - [Mark message](#)
 - Mark as read
 - Mark as Junk
 - Mark with importance
 - Categorize
 - [Route](#)
 - Forward to
 - Forward as attachment
 - Redirect to

[Save](#) [Discard](#)

Pitfalls of Rules



AAMC Folder

“The things that
get scheduled
are the things
that get done”

- Robin Sharma

SNOOZE



How to use SNOOZE

- What: >2 minutes task
- Snooze to: 1. before deadlines 2. when you know you have time
- Forget about it
- It will return to your inbox at the desired date

SNOOZE

The screenshot displays the Outlook web interface. The top navigation bar includes the 'Home' tab, a search bar, and various action buttons. A red arrow points to the 'Snooze' button, which is represented by a clock icon. The left sidebar shows a list of folders, with 'Inbox' containing 37 items. The main pane displays a list of emails, with the selected email from 'Manh, Vivian' showing the subject 'Outreach Presentations- please respond before November 17' and the body text 'Happy to help, if you need it. I can contribute on amblyopia.' The email is dated 'Mon 11/6/2023 9:09 PM'.

Inbox (11) - mimitcabrera@... x Mail - Cabrera, Michelle - Ou... x +

outlook.office.com/mail/inbox/id/AAQKAGY3YTFmMzZHLWQzNTctNGQyZS05ODVhLTQ1MmI0ZWUzOTc5NwQAHTvhZFId0RdMaOP7bTsku4%3D

Google New Tab Wikipedia, the fre... Bookmarks Catalyst WebQ ... (14) Basic Swedis... UW Ophthalmolo... Tools | CRNL Ophthalmology Donate to 50 Milli... WINDOW TO THE... A Pie for Every Ba...

Seattle Children's Outlook Search Teams call BSC Morning Safety Huddle in 4 min Webex: https://seattle...

Home View Help

New mail Delete Archive Sweep Move to Reply Reply all Forward Quick steps Read / Unread Snooze

Favorites

- Inbox 37
- flag and move
- Sent Items 3
- Add favorite

Folders

- Inbox 37
- Drafts 353
- Sent Items 3
- Snoozed 49
- Deleted It... 33564
- Junk Email 8467
- Archive
- Notes 3
- AAMC 4
- Accellion Outbox
- Advances in Pedia...
- Ana Mari Cauce 26
- Avery Weiss 1
- Benefits
- Bob Kalina
- Carmel Mercado 2
- Carmel Mercad... 2
- Children's OR 20
- Children's Orientat...
- China
- Chris Chambers 1
- clinic 64
- CMFA 28
- Conversation Hist...
- Covid 19 121
- credentialing Valley
- CUMG
- Debarshi 7
- Denmark 2022
- deployment 101
- Diversity 17
- endophthalmitis
- EPIC 34

Focused Other

High

- Leavitt, Dawn; Thai, Christine
Craniofacial Team Conference 11.6.23 Mon 7:52 AM
This is fine with me. From: Thai, Christine <Christine.Thai@se...
- Vincent, Jennifer; Huang, Laura
OPH Faculty Meeting Mon 8:00 AM
I'll be in the office tomorrow, I am still out on vacation. In the ...
- Lam, Loan
ACTION REQUIRED: Ruptured Globe OR loc... Mon 11:00 AM
Hi Gayle and Laura – I'm escalating an issue on behalf of the ...

Normal

- Manh, Vivian; Andrew Stacey; Herlihy, Erin; Patel, Isha
Outreach Presentations- please respond befor... Mon 9:09 PM
Happy to help, if you need it. I can contribute on amblyopia. ...
- My Workday UW
Expense Report Event - Submitted On Your ... Mon 7:57 PM
CAUTION: This email originated outside of this organization. ...
- My Workday UW
Expense Report Event - Submitted On Your ... Mon 7:49 PM
CAUTION: This email originated outside of this organization. ...
- McKellop, Andrew
Haiku/Canto Upgrade December 6th Mon 7:35 PM
Hello, You have been identified as a person who has logged i...
- Stallworth, Jeannette; Kelly, Karen
ROP for tomorrow (2) Mon 4:28 PM
Drops ordered for 1st baby.
- Leo-Nkoah, David
September Financial Packets-OP Mon 4:13 PM
Hi Tim, Attached for your review is the September financial p...
09:23 CUMG Fina...
- carwall, Courtney E Francis
CSM and OHSMA case report (3) Mon 2:44 PM
Let me read more about that tonight when I get home. It's be...
- Philip P. Chen; Russell Van Gelder MD PhD
Next steps (3) Mon 1:56 PM

Outreach Presentations- please respond before November 17 Internal

Manh, Vivian
To: Herlihy, Erin; Cabrera, Michelle; OPH Docs
Happy to help, if you need it. I can contribute on amblyopia.
Mon 11/6/2023 9:09 PM

Vivian

That would be great, thanks! That would be great, thank you! Thanks for the offer.

Reply Reply all Forward

Andrew Stacey
Mimi, I can talk to pediatricians about Rb if that is helpful. Let me know how/when. I don't communicate with the pediatrician gro...
Mon 11/6/2023 12:09 PM

See 4 more messages

Cabrera, Michelle
Dear ophthalmology docs, We need to put together at least 3 to 4 talks that we are willing to give to referring providers for outre...
Sun 11/5/2023 11:02 AM

SNOOZE

The screenshot shows an Outlook web interface. The left sidebar displays a 'Favorites' list with 'Inbox' at 37 and 'Snoozed' at 49. The main pane shows a list of emails, with one selected: 'Manh, Vivian; Andrew Stacey; Herlihy, Erin; Patel, Isha' with the subject 'Outreach Presentations- please respond before Novem...'. A red arrow points to the 'Snooze' button (a clock icon) in the top action bar. A dropdown menu is open, showing options: 'Later today 9:00 AM', 'This evening 6:00 PM', 'Tomorrow Wed 8:00 AM', 'This weekend Sat 10:00 AM', 'Next week Mon 8:00 AM', and 'Choose a date'. The email content area shows a message from 'Manh, Vivian' with the text 'Happy to help, if you need it. I can contribute...' and a 'Reply' button.

Outlook interface showing a list of emails. The selected email is from Manh, Vivian, dated Mon 8:00 AM, with the subject 'Outreach Presentations- please respond before Novem...'. The email content shows a reply to a message from Andrew Stacey, dated Mon 11/6/2023 12:09 PM, with the subject 'See more messages'. The email content includes a link to a document titled 'Haiku/Canto Upgrade December 6th' and a link to a document titled 'ROP for tomorrow'.

SNOOZE

The screenshot shows an Outlook inbox interface. A dialog box titled "Set custom date and time" is open in the center. The dialog has a calendar view for November 2023. The date "11/7/2023" is selected in the date field, and the time "8:00 AM" is selected in the time dropdown. Two red arrows point to these fields: one from the "My Workday UW Expense Report Event" email and another from the "Stallworth, Jeannette" email. The background shows an inbox with various emails, including one from "Leavitt, Dawn" and another from "Manh, Vivian".

Set custom date and time

November 2023

11/7/2023

8:00 AM

Save Cancel

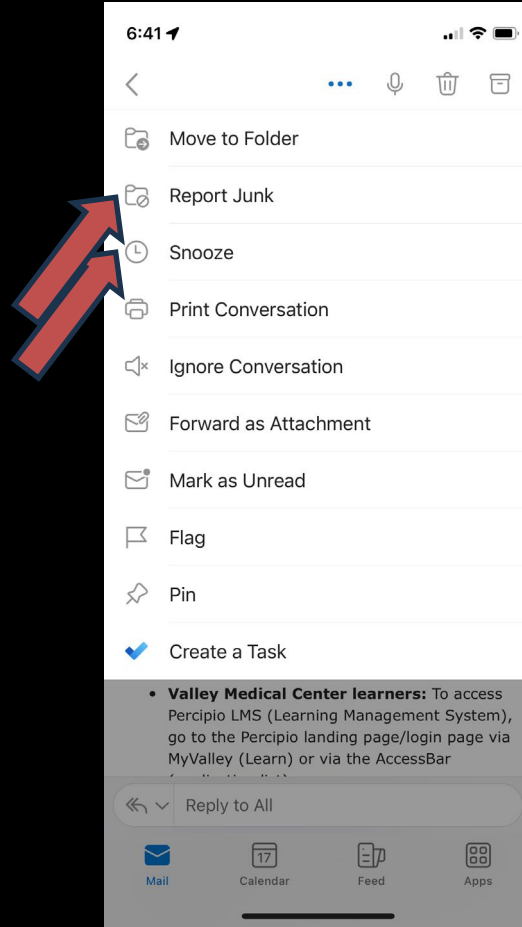
SNOOZE can be your new To Do List

SNOOZE is healthy procrastination

OUTLOOK ON SMARTPHONE



OUTLOOK ON SMARTPHONE



2 MIN RULE

The screenshot shows an Outlook web interface. The top navigation bar includes the Seattle Children's logo, a search bar, and user information for Michelle Cabrera. The left sidebar shows the 'Home' view with a list of folders and items. The main content area displays an email from Andrew Stacey to Michelle Cabrera, dated Monday, November 6, 2023, at 12:09 PM. The email subject is 'Outreach Presentations- please respond before November 17'. The email body contains the following text:

Andrew Stacey <awstacey@uw.edu>
To: Cabrera, Michelle

Mimi,

I can talk to pediatricians about Rb if that is helpful. Let me know how/when. I don't communicate with the pediatrician groups though, so I don't know them. I haven't done this before. Can it be over zoom?

Thanks,
Andrew

Andrew W. Stacey, MD MS
Associate Professor | Ocular Oncology
Department of Ophthalmology | UW Medicine and Seattle Children's Hospital
Associate Director | Medical Student Education for Research
Adjunct Associate Professor | Departments of Radiation Oncology and Global Health
EMAIL: awstacey@uw.edu

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

See 4 more messages

Michelle Cabrera
Dear ophthalmology docs, We need to put together at least 3 to 4 talks that we are willing to give to referring providers for outre...

Sun 11/5/2023 11:02 AM

A red arrow points to the text '2 MIN RULE' in the email body.

2 MIN RULE

The screenshot shows an Outlook web interface. The left sidebar displays the 'Favorites' and 'Folders' sections. The main pane shows a list of emails, with the selected email from Andrew Stacey to Michelle T. Cabrera. The email body contains a message about a pediatrician group and a request for a 2-minute rule. A red arrow points to the 'Send' button in the email composition area.

Outlook Interface Details:

- Browser Tabs:** Inbox (11) - mimitcabrera@g..., Mail - Cabrera, Michelle - O...
- Address Bar:** outlook.office.com/mail/inbox/id/AAQkAGY3YTFmMzZlWQzNTctNGQyZS05ODVhLTQ1MmI0ZWUzOTc5NwAAQHTvhZfD0RDmaOP7btsku4%3D
- Search Bar:** Search
- Navigation Pane (Left):**
 - Favorites:** Inbox (23), flag and move, Sent Items (3), Add favorite
 - Folders:** Inbox (23), Drafts (354), Sent Items (3), Snoozed (49), Deleted It... (33565), Junk Email (8467), Archive, Notes (3), AAMC (4), Accellion Outbox, Advances in Ped... (26), Ana Mari Cauce (1), Avery Weiss (1), Benefits, Bob Kalina, Carmel Mercado (2), Carmel Mercad... (2), Children's OR (20), Children's Orienta..., China, Chris Chambers (1), clinic (64), CMFA (28), Conversation Hist... (121), Covid 19 (121), credentialing Valley, CUMG, Debarshi (7), Denmark 2022, deployment (101), Diversity (17), endophthalmitis, EPIC (34)
- Message List (Center):**
 - Focused:**
 - Leavitt, Dawn; Thai, Christine: Craniofacial Team Conference 11.6.23 (Mon 7:52 AM)
 - Vincent, Jennifer; Huang, Laura: OPH Faculty Meeting (Mon 8:00 AM)
 - Lam, Loan: ACTION REQUIRED: Ruptured Globe OR loca... (Mon 11:00 AM)
 - Normal:**
 - Manh, Vivian; Andrew Stacey; Herlihy, Erin; Patel, Isha: Outreach Presentations- please respond before... (Mon 9:09 PM)
 - My Workday UW: Expense Report Event - Submitted On Your ... (Mon 7:57 PM)
 - My Workday UW: Expense Report Event - Submitted On Your ... (Mon 7:49 PM)
 - McKellop, Andrew: Haiku/Canto Upgrade December 6th (Mon 7:35 PM)
 - Stallworth, Jeannette; Kelly, Karen: ROP for tomorrow (2) (Mon 4:28 PM)
 - Leo-Nkoah, David: September Financial Packets-OP (Mon 4:13 PM)
 - carwalk, Courtney E Francis: CSM and ONSM case report (Mon 2:44 PM)
 - Philip P. Chen; Russell Van Gelder MD PhD: Next steps (Mon 1:56 PM)
- Email Composition (Right):**
 - To:** Andrew Stacey <awstacey@uw.edu>
 - Subject:** Outreach Presentations- please respond before November 17
 - Body:**

Thanks so much! Yes, that is a great point- we should definitely do these over zoom.

Mimi

Michelle T. Cabrera, MD
Associate Professor of Ophthalmology
University of Washington

Head of Ophthalmology
Seattle Children's Hospital
OA.9.339 4800 Sand Point Way NE
Seattle, WA 98105
cabreram@uw.edu
206-469-2936 (pager)
206-987-3670 (office)
415-867-3487 (cell)

Pronouns: she/her/hers
 - Footer:** Draft saved at 7:07 AM

DELETE

Outlook interface showing an email list and a selected email.

Left Sidebar (Favorites and Folders):

- Favorites
 - Inbox 23
 - flag and move
 - Sent Items 3
 - Add favorite
- Folders
 - Inbox 23
 - Drafts 353
 - Sent Items 3
 - Snoozed 49
 - Deleted It... 33566
 - Junk Email 8467
 - Archive
 - Notes 3
 - AAMC 4
 - Accellion Outbox
 - Advances in Pedia...
 - Ana Mari Cauc... 26
 - Avery Weiss 1
 - Benefits
 - Bob Kalina
 - Carmel Mercado 2
 - Carmel Mercad... 2
 - Children's OR 20
 - Children's Orientat...
 - China
 - Chris Chambers 1
 - clinic 64
 - CMFA 28
 - Conversation Hist... 121
 - Covid 19
 - credentialing Valley
 - CUMG
 - Debarshi 7
 - Denmark 2022
 - deployment 101
 - Diversity 17
 - endophthalmitis
 - EPIC 34

Center Pane (Focused View):

High

- Leavitt, Dawn; Thai, Christine
Craniocfacial Team Conference 11.6.23 Mon 7:52 AM
This is fine with me. From: Thai, Christine <Christine.Thai@se...
- Vincent, Jennifer; Huang, Laura
OPH Faculty Meeting Mon 8:00 AM
I'll be in the office tomorrow, I am still out on vacation. In 15...
- Lam, Loan
ACTION REQUIRED: Ruptured Globe OR loca... Mon 9:09 PM
Hi Gayle and Laura - I'm escalating an issue on behalf of...

Normal

- Manh, Vivian; Andrew Stacey; Herlithy, Erin
Outreach Presentations- please respond before Mon 9:09 PM
Happy to help, if you need it. I can contribute on amblyopia...
- My Workday UW
Expense Report Event - Submitted On Your ... Mon 7:57 PM
CAUTION: This email originated outside of this organization...
- My Workday UW
Expense Report Event - Submitted On Your ... Mon 7:49 PM
CAUTION: This email originated outside of this organization...
- McKellop, Andrew
Haiku/Canto Upgrade December 6th Mon 7:35 PM
Hello, You have been identified as a person who has logged L...
- Stallworth, Jeannette; Kelly, Karen
ROP for tomorrow (2) Mon 4:28 PM
Drops ordered for 1st baby.
- Leo-Nkoah, David
September Financial Packets-OP Mon 4:13 PM
Hi Tim, Attached for your review is the September financial p...
- carwalk; Courtney E Francis
CSM and ONSM case report Mon 2:44 PM
Let me read more about that tonight when I get home. It's be...
- Philip P. Chen; Russell Van Gelder MD PhD
Next steps Mon 1:56 PM

Right Pane (Selected Email):

OPH Faculty Meeting

Hi Jenn looked and there is only a 30 gauge 0.5 inch needle in the hospital that is of Medline brand. Its likely we don't have a 30 g... Tue 10/31/2023 9:19 AM

This message was sent with High importance.

Vincent, Jennifer
To: Cabrera, Michelle; Ornelas Lozano, Emma; Huang, Laura
Cc: Mayhan, Ranna Mae
Mon 10/30/2023 6:11 AM

I'll be in the office tomorrow, I am still out on vacation.

In the file cabinet where the instruments are kept in pod, second drawer there is a box of short 32gauge needles for a/c taps and intravitreal injections.

In the neurology clean utility room there is a demand flow cart that has 30gauge needles. I don't know the length of them, however, if I remember correctly it is the ¾ inch.

I hope this helps. If not please feel free to contact me tomorrow.

Best,
Jenn

Cabrera, Michelle
I don't have OR for a while. I'm ccing Jen Vincent to see if she can get the short 30 g needle to you so you understand what we a... Sat 10/28/2023 10:12 AM

See more messages

Curtis, Nathalie
(No message text)
Wed 6/24/2020 12:25 PM

Marie Kondo: Decluttering focuses your life on what matters



DO NOT FEAR DELETE!

- After reading/completing task
- Delete 95% of emails – only save critical emails to folder
- Saves time
- Declutters
- Makes search functions functional
- You can track down lost information

WHAT ABOUT GMAIL?

WHAT ABOUT EPIC INBOX/INBASKET?

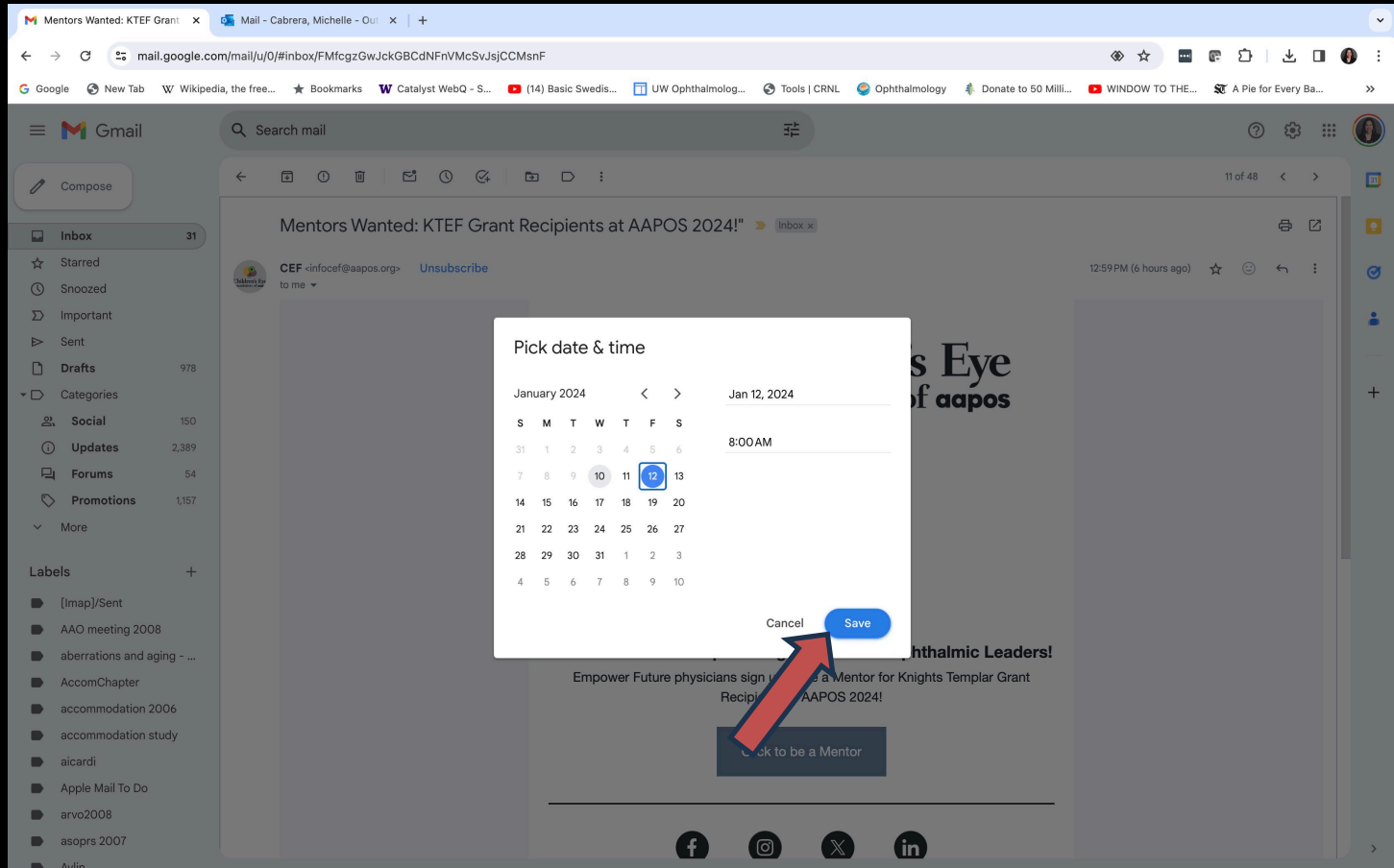
- Use the same principles

SNOOZE IN GMAIL

The screenshot shows a Gmail interface with a browser window at the top. The address bar shows the email URL: `mail.google.com/mail/u/0/#inbox/FMfcgzGwJckGBCdNFnVMcSvJsJCCMsNF`. The Gmail header includes a search bar and a settings icon. On the left, the 'Compose' button and a sidebar menu are visible, listing folders like 'Inbox' (31), 'Starred', 'Snoozed', 'Important', 'Sent', 'Drafts' (978), 'Categories' (Social: 150, Updates: 2,389, Forums: 54, Promotions: 1,157), and 'Labels'.

The main email view shows an email from 'CEFC' (Children's Eye Foundation of AAPOS) with the subject 'Mentors Wanted: CEF Grant Recipients at AAPOS 2024!'. The email header includes a 'Snooze' icon (a clock) which is highlighted by a red arrow. The email body features the Children's Eye Foundation of AAPOS logo, a purple circular seal for the Knights Templar Eye Foundation, and the text: 'Call for Mentors: Empowering Tomorrow's Ophthalmic Leaders! Empower Future physicians sign up to be a Mentor for Knights Templar Grant Recipients at AAPOS 2024!'. A blue button at the bottom of the email says 'Click to be a Mentor'. Social media icons for Facebook, Instagram, Twitter, and LinkedIn are at the very bottom.

SNOOZE IN GMAIL



"SWEEP" IN GMAIL

Mail - Cabrera, Michelle - Out x +

mail.google.com/mail/u/0/#inbox/FMfcgzGwJckGKMmrrnnQhQpGWGdwdVSK Press (fn) F to exit full screen

Google New Tab Wikipedia, the free... Catalyst WebQ - S... (14) Basic Swedis... UW Ophthalmolog... Tools | CRNL Ophthalmology Donate to 50 Milli... WINDOW TO THE... A Pie for Every Ba...

Gmail Search mail

Compose

Inbox 25

- Starred
- Snoozed
- Important
- Sent
- Drafts 978
- Categories
 - Social 150
 - Updates 2,387
 - Forums 54
 - Promotions 1,157
 - More
- Labels
 - [imap]/Sent
 - AAO meeting 2008
 - aberrations and aging - ...
 - AccomChapter
 - accommodation 2006
 - accommodation study
 - aicardi
 - Apple Mail To Do
 - arvo2008
 - asoprs 2007
 - Avlin


10 of 44

Mercer Island Boys and Girls Club Parents Night Out Jan. 19th

Vanessa Arias <VArias@positiveplace.org> to 1:56 PM (5 hours ago)

Hello Parents,

Happy to announce another Parents Night Out at the Mercer Island Boys and Girls Club, Friday January 19th. We invite your kids to join us for a fun time from 6-9 pm. We will be providing a pizza dinner, glow in the dark painting and fuse bead craft, and a fun game of indoor glow in the dark capture the flag! If you are interested in signing up please do so before noon on Wednesday January 16th, so that we can insure to staff appropriately and provide enough food for those attending.



"SWEEP" IN GMAIL

Search: **varias@positiveplace.org**

Filters: Has attachment | Last 7 days | From me

10 of 44

1:56 PM

11/14/23

11/29/23

11/15/23

1:56 PM (5 hours ago)

Friday January 19th. We invite your kids to join us for a fun time from 6-9 pm. We will be door glow in the dark capture the flag! If you are interested in signing up please do so provide enough food for those attending.

All search results for "varias@positiveplace.org"

Press ENTER

PARENTS NIGHT OUT
Friday, January 19th 6 pm - 9 pm

LET'S GLOW

Non Members
\$50/Child

Members
\$45/Child

The screenshot shows a Gmail interface with a search for 'varias@positiveplace.org'. Two red arrows point to the search bar and the 'Advanced search' link. The inbox lists four emails from Vanessa Arias, all with attachments. The left sidebar shows the 'Inbox' and 'Labels' sections.

From	Any time	as attachment	To	Advanced search
Vanessa Arias	1:56 PM	image002.jpg		
Vanessa Arias	11/29/23	image001.png, image002.jpg		
Vanessa Arias	11/15/23	image001.png, image003.jpg		
Vanessa Arias	11/14/23	image002.jpg		

"SNOOZE" IN EPIC

The screenshot displays the Epic EMR interface. On the left is the 'In Basket' sidebar with categories like Clinical Coordination, Patient Call, Patient Message, Procedure Prep, and Results. The main area shows a message thread for 'Avery M. Korthuis'. A red arrow points to the 'Snooze' button in the message action bar. The message content includes a discussion about OPH imaging and a list of tasks at the bottom.

Message Action Bar:

- Done
- Reply
- Reply All
- Forward
- Follow-up
- Chart
- Take*
- Documentation
- Telephone Call
- Appts
- PDMF Review
- New QuickAction
- Snooze (indicated by a red arrow)

Message Thread:

Message 1:

RE: TSC f/u

Vela-Sanpedro, Luz A → Randle, Stephanie Carapetian, MD,MS; Cantarano, Alison M, RN; Kennedy, Claire C; Cabrera, Michelle Trager, MD

Hi,

Is an order needed for the OPH imaging? Or who do we need to include to make sure this can happen during MRI?

Thanks,
Lucy Vela

Previous Messages

----- Message -----

From: Randle, Stephanie Carapetian, MD,MS
Sent: 1/9/2024 12:20 PM PST
To: Claire C Kennedy; Alison M Cantarano, RN; *
Subject: RE: TSC f/u

Please also add research MRI brain to MRI.

Thanks,
Stephanie

----- Message -----

From: Cantarano, Alison M, RN
Sent: 1/9/2024 12:18 PM PST
To: Claire C Kennedy; Alison M Cantarano, RN; *
Subject: RE: TSC f/u

I forgot to add, please coordinate OPH imaging with MRIs if needed (Dr. Randle to check with Dr. Cabrera)

----- Message -----

From: Cantarano, Alison M, RN
Sent: 1/9/2024 12:16 PM PST
To: Claire C Kennedy; Alison M Cantarano, RN; *
Subject: TSC f/u

Avery was seen in TSC clinic today with the plan

- Referred to SCH dentist
- OPH due
- MRI brain/abdomen Due March 2024 with follow up in NEU after, in person preferred

Task List:

- Michelle Cabrera

"SNOOZE" IN EPIC

The screenshot displays the Epic Hyperspace interface for a clinical coordination message. The main window shows a message from KORTUIS, AVERY MARIE [1970911] to Michelle Trager, MD. The message content includes a request for OPH imaging and a reminder to coordinate with MRIs. A red arrow points to the 'To' field, and another red arrow points to the 'SNOOZE' sidebar on the right.

Message Content:

====View-only below this line====
----- Message -----
From: Vela-Sanpedro, Luz A
Sent: 1/10/2024 2:23 PM PST
To: Claire C Kennedy; Alison M Cantarano, RN; *
Subject: RE: TSC f/u

Hi,

Is an order needed for the OPH imaging? Or who do we need to include to make sure this can happen during MRI?

Thanks,
Lucy Vela

----- Message -----
From: Randle, Stephanie Carapetian, MD,MS
Sent: 1/9/2024 12:20 PM PST
To: Claire C Kennedy; Alison M Cantarano, RN; *
Subject: RE: TSC f/u

Please also add research MRI brain to MRI.

Thanks,
Stephanie

----- Message -----
From: Cantarano, Alison M, RN
Sent: 1/9/2024 12:18 PM PST
To: Claire C Kennedy; Alison M Cantarano, RN; *
Subject: RE: TSC f/u

I forgot to add, please coordinate OPH imaging with MRIs if needed (Dr. Randle to check with Dr. Cabrera)

SNOOZE Sidebar:

- Call Info:** Phone Number, Call Me
- Flags:**
- Dates:**
 - Delay sending until: Date, Time
 - Due on: Date, Time
 - Expire on: Date, Time
- Notifications:** Notify me if not
 - Done By, Read By, Replied By
 - Date

Bottom Bar: Save as QuickAction, Send, Cancel

System Bar: Type here to search, 7:24 PM 1/10/2024

"SNOOZE" IN EPIC

Hyperspace - Production - OPHTHALMOLOGY CLINIC - MICHELLE CABRERA - Childrens

Epic Chat for Epic Support UpToDate Patient Lookup Personalize Remind Me Orders Only Telephone Call More

Clinical Coordination

High Low

PCP Care Team P OPH CLINIC SUPPORT Cabrera, Michelle Trager, MD

To: Cabrera, Michelle Trager, MD

Pool for Responses: Add a pool P Oph Clinic Support

FW: TSC f/u

KORTHUIS, AVERY MARIE [1970911]

This message will not be permanently saved to the patient's chart.

Insert SmartText 100%

====View-only below this line====
----- Message -----
From: Vela-Sanpedro, Luz A
Sent: 1/10/2024 2:23 PM PST
To: Claire C Kennedy, Alison M Cantarano, RN; *
Subject: RE: TSC f/u

Hi,

Is an order needed for the OPH imaging? Or who do we need to include to make sure this can happen during MRI?

Thanks,
Lucy Vela

----- Message -----
From: Randle, Stephanie Carapetian, MD,MS
Sent: 1/9/2024 12:20 PM PST
To: Claire C Kennedy, Alison M Cantarano, RN; *
Subject: RE: TSC f/u

Please also add research MRI brain to MRI.

Thanks,
Stephanie

----- Message -----
From: Cantarano, Alison M. RN
Sent: 1/9/2024 12:18 PM PST
To: Claire C Kennedy, Alison M Cantarano, RN; *
Subject: RE: TSC f/u

I forgot to add, please coordinate OPH imaging with MRIs if needed (Dr. Randle to check with Dr. Cabrera)

Save as QuickAction

Send Cancel

Call Info
Phone Number Call Me

Flags

Dates
Delay sending until
Date Time

Feb 2024 Mar 2024

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31	1	2	3	4	5	6

Michelle Cabrera

Epic | Chat for Epic Support | UpToDate | Patient Lookup | Personalize | Remind Me | Orders Only | Telephone Call | More | T21 | eFeedback | Print

In Basket | Home | Refresh

My Messages

- Clinical Coordination 3/5
- Patient Call 1/1
- Patient Message 1/1
- Procedure Prep 15/15
- Results 1/1
- Attached & Covering Users 0/0
- Follow-up
- Search
- Sent Messages
- Completed Work

Clinical Coordination 3 new, 5 total

Msg Date	Patient	Phone
01/10/2024 02:21 PM	Korthuis, Avery M...	
Subject: RE: TSC f/u Sent By: VELA-SANPEDRO, LUZ Action: Comment:		
01/09/2024 12:20 PM	Korthuis, Avery M...	
Subject: Sent By: RANDLE, STEPHANIE Action: Comment:		
01/10/2024 12:38 PM	Gomez-Beltran, ...	
Subject: RE: Combo Surgery OPH in NSR block Sent By: TRAN, TRAMANH Action: Comment:		
01/10/2024 12:29 PM	Gomez-Beltran, ...	
Subject: RE: Combo Surgery OPH in NSR block Sent By: JONES, SUZANNE Action: Comment:		
01/10/2024 12:07 PM	Gomez-Beltran, ...	
Subject: RE: Combo Surgery OPH in NSR block Sent By: TRAN, TRAMANH Action: Comment:		

Avery M. Korthuis
Female, 2 y.o., 9/4/2021
Phone: 425-449-3572 (M)
MRN: 1970911
Legal Guardian: 2 in total
PCP: O'Meara, Timothy E, MD
Coverage: Aetna/Aetna
NEXT APPT
With Neurodevelopmental
01/17/2024 at 11:30 AM

RE: TSC f/u Received: Today

Vela-Sanpedro, Luz A → Randle, Stephanie Carapetian, MD,MS; Cantarano, Alison M, RN; Kennedy, Claire C; Cabrera, Michelle Trager, MD
Hi,

Is an order needed for the OPH imaging? Or who do we need to include to make sure this can happen during MRI?

Thanks,
Lucy Vela

Previous Messages

----- Message -----
From: Randle, Stephanie Carapetian, MD,MS
Sent: 1/9/2024 12:20 PM PST
To: Claire C Kennedy; Alison M Cantarano, RN; *
Subject: RE: TSC f/u

Please also add research MRI brain to MRI.

Thanks,
Stephanie

----- Message -----
From: Cantarano, Alison M, RN
Sent: 1/9/2024 12:18 PM PST
To: Claire C Kennedy; Alison M Cantarano, RN; *
Subject: RE: TSC f/u

I forgot to add, please coordinate OPH imaging with MRIs if needed (Dr. Randle to check with Dr. Cabrera)

----- Message -----
From: Cantarano, Alison M, RN
Sent: 1/9/2024 12:16 PM PST
To: Claire C Kennedy; Alison M Cantarano, RN; *
Subject: TSC f/u

Avery was seen in TSC clinic today with the plan

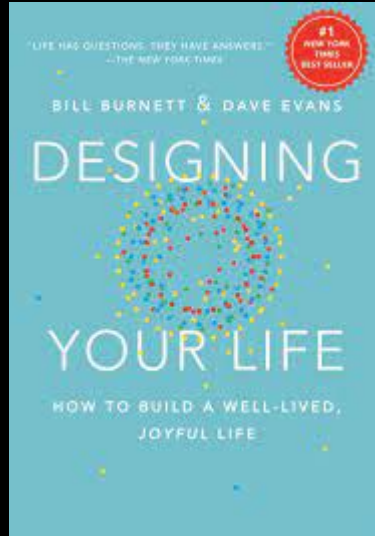
- Referred to SCH dentist
- OPH due
- MRI brain/abdomen Due March 2024 with follow up in NEU after, in person preferred

Michelle Cabrera

Want to learn more EPIC Inbox?

- UW EHR inbox management workshops
- March 27th in person
- UWMC Montlake in a computer lab
- Limited capacity, but more sessions to come

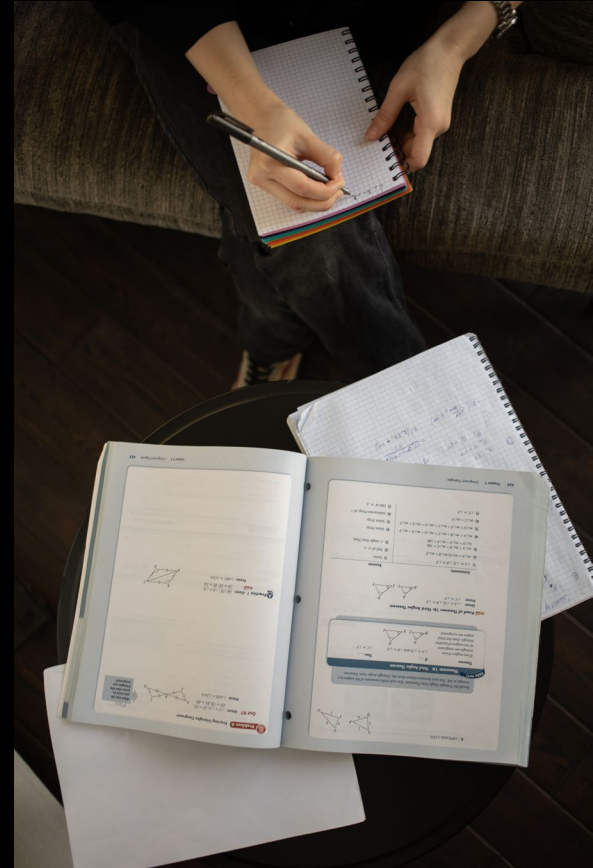
Email is Just a Medium



Email is Just a Medium

Managing Email Means:

- Convert important things into action items
- Eliminate the rest





Inbox Zero Take Home Points

- Eliminate Spam
- 2- Minute Rule
- DELETE
- Use SNOOZE



<https://www.youtube.com/watch?v=s74-mXXvJsM>

Thank you!



Audience Response

- What time management technique do you plan on adopting?



cabreram@uw.edu

bhargp@uw.edu

Questions?

Please submit your E-val!

